



WARREN COUNTY SCHOOL DISTRICT

CENTRAL ADMINISTRATIVE OFFICES
185 HOSPITAL DRIVE
WARREN PA 16365-4885

ROBERT B. TOWSEY, PH.D.
INTERIM SUPERINTENDENT

OFFICIAL NOTICE OF ILLEGAL ABSENCE SENT CERTIFIED/RETURN RECEIPT

Parent/Guardian Name
Address
City, PA Zip Code

Dear (Parent Name):

This letter is to officially notify you that (Student Name) has been absent from school without lawful excuse on the following dates:

These absences are unlawful and, therefore, constitute a violation of the compulsory attendance provision of the Pennsylvania Public School Code (24 P.S. 13-1327).

You are therefore notified of your child's repeated unlawful absences and strongly encouraged to ensure that your child receives no subsequent unlawful absences. **This notice is the only notice you will receive informing you that additional unlawful absences in the future will be referred to the magisterial district judge. It is important that you understand that this notice will remain in effect until your child is no longer of compulsory school age.** Unlawful absences constitute a summary offense under the Public School Code for which penalties may be imposed against you as parent or guardian. Act 29 of 1995 provides for up to a \$300 fine and allows the court to impose parent education classes with your daughter or son and community service sentences for parents of a truant child who are unable to show that they took reasonable steps to ensure the child's school attendance. Act 29 also provides that truant students lose their driver's license for ninety (90) days for the first offense, and six (6) months for the second offense.

Be advised that the process for development of a Truancy Elimination Plan for your child has now begun, which requires your participation in a conference. If your child is unlawfully absent again, a proceeding will be initiated against you before a magisterial district judge, and a referral for general protective services may be made to the County Children and Youth Agency, without further notice from school authorities. Please refer to the enclosed sections in the Pennsylvania School Code for specific penalties for violation of compulsory attendance requirements for both you and your child.

If you have further questions you may contact Mrs. Tammy Hawk, WCSD Attendance Officer at 726-2652 for assistance and to schedule your Truancy Elimination Plan conference.

Sincerely,

(Superintendent)

Cc: Attendance Officer
Principal
Student File



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Request for Truancy Elimination Plan Meeting Sent Certified/Return Receipt

Dear (Parent Name):

Please be advised that the process for development of a Truancy Elimination Plan for your child has begun. This requires that we meet to discuss possible solutions to your child's attendance problems.

The purpose of this plan is to discuss the cause(s) of the truancy and to develop a mutually agreed upon plan to assure regular school attendance that will assist your child so that he/she can succeed both socially and academically. This conference will provide the opportunity to identify, understand and explore all issues contributing to the student's truant behavior. Additionally, this conference will provide both the student and family with a clear understanding of the legal ramifications of not adhering to the state's compulsory attendance requirements. Participation by the student and family is an integral component for this conference. During this conference a Truancy Elimination Plan (TEP) will be developed cooperatively with the student and family members. All parties in participation will be asked to sign and date the plan and a copy will be placed in the student's file.

Should the plan, once in place, be violated, you will be informed in writing. Penalty for violation of the TEP can be additional truancy fines and referral to the County Children and Youth Agency.

Please call my office at 726-2652 before _____ to schedule an appointment for this meeting. Failure to contact me will result in a TEP being developed without your important input. I will do my best to work with you and your student to develop a course of action that will provide the support(s) needed to improve your child's attendance at school.

Respectfully,

Mrs. Tammy Hawk
WCSD Attendance Officer

Warren County School District Truancy Elimination Plan

Goal: To improve student attendance

Totals for Attendance:

UL Absences: ____ EA Absences: ____ Total: ____

Student Name:	Date of Birth:	School/Grade:
Address:	Parent/Guardian:	Parent/Guardian Work Information:
	Home Phone:	
	Cell Phone:	
Special Needs:	Health Concerns:	Family Issues:

Dates of Absences: See Attached Attendance Report

Record of Parent Letters: See Attached Truancy Checklist

Supports in Place (Such as SAP, TSS, C& Y Agency, Counseling)

Behaviors Creating Poor Attendance

Student Name: _____

1.	
2.	
3.	

Solutions to Improve Attendance:

Description	Solution	Responsible Person
1.		
2.		
3.		

Consequences for Non-Compliance:

1.	
2.	
3.	

This TEP was created collaboratively to assist the student in improving attendance, to enlist the support of parent/guardian and to document the school's attempts to provide resources to promote student success.

By signing below you acknowledge that you have a thorough understanding of the expectations involved within this Truancy Elimination Plan as described. You will abide by the decisions made within this plan and understand that failure to follow this plan and improve school attendance will result in additional fines and a possible referral to Warren/Forest County Children and Youth Agency.

Student: _____

Date: _____

Parent/Guardian: _____

Date: _____

School Official: _____

Date: _____

Additional Information & Outcomes:

1.	
2.	
3.	
4.	
5.	
6.	

**Warren County School District
Truancy Elimination Checklist**

Student Name:

DOB:

School:

Grade:

Principal/Teacher Contact Date:

Guidance Contact Date:

1st Unlawful Letter Sent:

2nd Unlawful Letter Sent:

First Notice Sent:

TEP Invite Letter Sent:

Truancy Elimination Plan Completed:

Parent/Student TEP Participation: YES NO

Attendance Officer Contact: Phone Home Visit

Notification of Failure to Follow TEP:

Referral to County Children and Youth Agency:

(Enclosure)

24 PA Statute

Section 1333- Penalties for Violation of Compulsory Attendance Requirements

“(a) (1)- Every parent, guardian, or person in parental relation, having control or charge of any child or children of compulsory school age, who shall fail to comply with the provisions of this act regarding compulsory attendance, shall on summary conviction thereof, be sentenced to pay a fine, for the benefit of the school district in which such offending person resides, not exceeding three hundred dollars (\$300) and to pay court costs or be sentenced to complete a parenting education program offered and operated by a local school district, medical institution or other community resources, and, in default of the payment of such fine and costs or completion of the parenting program by the person so offending, shall be sentenced to the county jail for a period not exceeding five (5) days. Any person sentenced to pay any such fine may appeal to the court of common pleas of the proper county, upon entering into a recognizance, with one or more proper sureties, in double the amount of penalty and costs. Before any proceedings are instituted against any parent, guardian, or person in parental relation, for failure to comply with the provisions of this act, the district superintendent, attendance officer, or secretary of the board of school directors shall give the offending person three (3) days' written notice of such violation. If, after such notice has been given, the provisions of this act regarding compulsory attendance are again violated by the persons so notified, at any time during the term of compulsory attendance, such person, so again offending, shall be liable under the provisions of this section without further notice.

(2) The child and every parent, guardian or person in parental relation must appear at a hearing established by the district justice. If the parent, guardian or person in parental relation charged with a summary offense under this subsection shows that he or she took every reasonable step to insure attendance of the child at school, he or she shall not be convicted of the summary offense.

(3) Upon a summary conviction, the district justice may suspend, in whole or in part, a sentence in which a parent, guardian or person in parental relation is summoned to pay as required under this section: Provided, That the child no longer is habitually truant from school without jurisdiction.

(4) In lieu of or in addition to any other sentence imposed under this section, the district justice may order the parent, guardian or person in parental relation to perform community service in the school district in which the offending child resides for a period not to exceed six (6) months.

(b) (1) If the parent, guardian or person in parental relation is not convicted of a summary offense because he or she took every reasonable step to insure attendance of the child at school, a child of compulsory school age who has attained the age of thirteen (13) years and fails to comply with the provisions of this act regarding compulsory attendance or who is habitually truant from school without justification commits a summary offense and except as provided in clause (4) shall, upon conviction, be sentenced to pay a fine not exceeding three hundred dollars (\$300) for each offense for the benefit of the school district in which such offending child resides or shall be assigned to an adjudication alternative program pursuant to 42 Pa.C.S. § 1520 (relating to adjudicative alternative

program).

(2) For any child who has attained the age of thirteen (13) years who fails to pay the fine under clause (1) or to comply with the adjudication alternative program, the district justice may allege the child to be dependent under 42 Pa.C.S. § 6303(a)(1) (relating to scope of chapter). The failure by the child to pay a fine or comply with the adjudication alternative program shall not constitute a delinquent act under 42 Pa.C.S. Ch.63 (relating to juvenile matters).

(3) Upon a summary conviction or assignment to an adjudication alternative program, the district justice may suspend, in whole or in part, a sentence or an adjudication alternative program in which a child who has attained the age of thirteen (13) years must pay or comply with the adjudication alternative program: Provided, That the child no longer is habitually truant from school without justification.

(4) Any child who has not attained the age of thirteen (13) years who fails to comply with the compulsory attendance provisions of this act and is habitually truant shall be referred by the school district for services or possible disposition as a dependent child as defined under 42 Pa.C.S. § 6302 (relating to definitions). Any child who has attained the age of thirteen (13) years who fails to comply with the compulsory attendance provisions of this act and is habitually truant may, in lieu of a prosecution under clause (1), be referred by the school district for services or possible disposition as a dependent child as defined under 42 Pa.C.S. § 6302 (relating to definitions).

(5) The following words, when used in this subsection, shall have the following meaning, except where the context clearly indicates or requires a different meaning:

"Community resources" shall mean those agencies and services for children and youth provided by the juvenile court, the county, the Department of Health, the Department of Public Welfare and other public or private institutions.

"District justice" shall mean such court as the court of common pleas shall direct in counties not having district justices.

"Habitually truant" shall mean absence for more than three (3) school days or their equivalent following the first notice of truancy given under section 1354. A person may be habitually truant after such notice.

"Offense" shall mean each citation which goes before a district justice or court of common pleas.

"Person in parental relation" shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child defined under 42 Pa.C.S. § 6302 (relating to definitions).

(c) If a child is convicted for a violation of this section, the court, including a court not of record, shall send to the Department of Transportation a certified record of the conviction or other disposition on a form prescribed by the department.

(d) Nothing in this section shall be construed to apply to a parent, guardian or person in parental relation whose child or children are in a home education program under section 1327.1.

Section 1338.1- Suspension of Operating Privilege

“(a) The Department of Transportation shall suspend for 90 days the operating privilege

of any child upon receiving a certified record that the child was convicted of violating section 1333. If the department receives a second or subsequent conviction for a child's violation of section 1333, the department shall suspend the child's operating privilege for six months. (b) Any child whose record is received by the department under section 1333 (c) and who does not have a driver's license shall be ineligible to apply for a driver's license under 75 Pa.C.S. §§ 1505 (relating to learners' permits) and 1507 (relating to application for driver's license or learner's permit by minor) for the time periods specified in subsection (a). If the child is under sixteen (16) years of age when convicted, suspension of operating privileges shall commence in accordance with 75 Pa.C.S. § 1541 (relating to period of revocation or suspension of operating privilege) for the time specified in subsection (a)."